



## DPW Budget Manager

### General Information

<b>Classification Code:</b>	MGRAPR
<b>Effective Date:</b>	March 30, 2022
<b>Pay Grade:</b>	C44
<b>FLSA Status:</b>	Exempt

### Position Summary

The DPW Budget Manager is responsible for the Development and Public Works (DPW) budget including forecasting, development, and monitoring. Develops user rates and financial policies for the utility funds. Responsible for long term financial planning and forecasting, fund level cash flow projections, utility rate planning, and capital improvement financial planning. Performs other duties of a similar nature or level.

### Classification Characteristics

This is the journey level in the Associate Program Manager Classification. Associate Program Managers make process decisions and decide how to best achieve the objectives, standards or guidelines established by higher level management. The Associate Program Manager is a professional level classification responsible for managing a technical or administrative program area, including the development of medium and long-term development, public improvement, or strategic plans consistent with the goals and priorities established at higher levels.

Associate Program Managers are differentiated from Manager/Program Managers in that the higher-level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division.

### Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Manages and coordinates the financial operations and strategy of the City's street, building safety, stormwater, sanitary sewer and system development charge funds. Responsible for developing models and financial forecasts for the evaluation of alternatives considering key variables, assisting with the budget and strategic plan, and developing and maintaining logical and flexible financial models that produce a full set of financial statements utilizing existing tools and software.
- 2 Develops the DPW annual operating budget. Coordinates competing decisions made across multiple divisions within the department. Supports operations by providing mechanisms and tools for managers and other staff with delegated budget responsibilities. Responsible for driving continuous improvement of financial analysis, reporting, forecasting, budgeting, and planning.
- 3 Leads annual process for development of user rates for various funds. Evaluates complex inputs, gathers, and integrates feedback from stakeholders, and presents rate proposals to the City Council. Performs financial and operational calculation regarding metrics based on key drivers that provide necessary insight to assist management's operational and decision making. Prepares, reviews, and presents staff reports/memo including those for City Council meetings.
- 4 Works directly with department leadership to determine funding sources for capital improvement plan and annual capital budget.

<b>Essential Duties</b>	
5	Leads development of financial policies for the City's utility funds and manages ongoing policy implementation. Responsible for driving continuous improvement of financial analysis, reporting, forecasting, budgeting, and planning.
6	Serve as a liaison between Finance, DPW, and the City Manager's Office to support business process improvement strategies as it relates to the City's utility funds.
7	Completes complex financial analysis projects such as cost recovery of planning and development fees, System Development Charge methodology update, and similar activities. Completes specific projects for the department as assigned. Projects may support various functions such as rate studies, budget research, procurement planning, consultant management, technology, resource use and reporting, and emergency response coordination. Summarizes analysis results for use by leadership.
8	Keeps abreast of all federal, state, and local regulations, ensures compliance, and keeps leadership advised of the implication of any changes.
9	Prepares reports and statistical data to be incorporated in the comprehensive annual financial report. Prepares written reports which may involve issues such as return on investments (ROI), discounted cash flow, internal rate of return, risk analysis, ratio analysis, variance analysis and forecasting.
12	Performs other duties of a similar nature or level.

<b>Functional Specific Responsibilities</b>
N/A

<b>Qualifications</b>
<b>Minimum Qualifications:</b> <ul style="list-style-type: none"> <li>Associate degree or two-year technical certificate in accounting, finance or public administration, and 3 years of professional-level finance experience including forecasting, budget development, strategic planning, or an equivalent combination of education and experience.</li> </ul>
<b>Licensing/Certifications:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Technology Skills:</b> <ul style="list-style-type: none"> <li>Accounting software — PeopleSoft or other ERP system</li> <li>Document management software — Adobe Systems Adobe Acrobat; Document management system software; Laserfiche, Foxit</li> <li>Electronic mail software —Microsoft Exchange; Microsoft Outlook</li> <li>Enterprise application integration software — SAP BusinessObjects Data Integrator</li> <li>Enterprise resource planning ERP software— Microsoft Dynamics GP; NetSuite ERP; Oracle Hyperion; Oracle JD Edwards EnterpriseOne</li> <li>Financial analysis software — BOARD</li> <li>Office suite software —Microsoft Office; Microsoft Works</li> <li>Operating system software — Microsoft Windows</li> <li>Presentation software — Google Slides; Microsoft PowerPoint</li> <li>Process mapping and design software — Microsoft Visio</li> <li>Project management software — Microsoft Project; Oracle Primavera Enterprise Project Portfolio Management</li> <li>Spreadsheet software — Google Sheets; Microsoft Excel</li> <li>Time accounting software — Payroll software</li> <li>Word processing software — Google Docs; Microsoft OneNote; Microsoft Word</li> </ul>
<b>Knowledge Required:</b> <ul style="list-style-type: none"> <li>Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.</li> </ul>

## Qualifications

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

### **Skills:**

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Mathematics — Using mathematics to solve problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Time Management — Managing one's own time and the time of others.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Persuasion — Persuading others to change their minds or behavior.
- Coordination — Adjusting actions in relation to others' actions.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Negotiation — Bringing others together and trying to reconcile differences.
- Service Orientation — Actively looking for ways to help people.

### **Abilities:**

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

## Qualifications

- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

## Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
	0%	1-10%	11-35%	36-75%	76-100%
<b>BODY POSITIONS</b>					
Standing			X		
Sitting				X	
Walking – Even Surface			X		
Walking – Uneven Surface		X			
Kneeling		X			
<b>MOVEMENTS</b>					
Bending/Stooping		X			
Twisting		X			
Crawling		X			
Squatting/Crouching		X			
Balancing		X			
Reach – Overhead		X			
Reach – Forward		X			
Reach – Backward		X			
Climbing – stairs		X			
Climbing - ladder		X			
<b>USE OF HANDS</b>					
Grasping – whole hand			X		
Grasping – pinch grip			X		
Fine manipulation/feeling			X		
Keyboarding				X	
<b>LIFT/CARRY</b>					
0-10 lbs.					
11-20 lbs.			X		
21-50 lbs.					
<b>PUSH/PULL</b>					
0-10 lbs.					X
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.		X			
76-100 lbs.	X				
<b>ENVIRONMENTAL HAZARDS</b>					
Indoors		X			
Outdoors		X			
Dust		X			
Fumes/Odors/Gasses	X				
Chemical Agents	X				
Biological Agents	X				
Noise – Low				X	
Noise – Moderate			X		
Noise – High		X			
Low Light			X		
Heat		X			
Cold		X			
Restricted workspace	X				
Vibration – whole body	X				
Vibration - extremity	X				
<b>JOB SPECIFIC</b>					
Driving – vehicle/equipment			X		
Operate foot controls		X			
Seeing				X	

Physical Requirements										
51-75 lbs.						Talking Hearing Extended work hours				X
76-100 lbs.										X
									X	

Classification History										
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Adapted from “Associate Program Manager” – 03.30.2022

**I have reviewed the job description.**

**Employee:** Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_